



*Because we value our associates, our hiring process is thorough in order to make the best match so that we can build a long lasting relationship. Once your application has been received in the Human Resources Department, you will receive a postcard acknowledging that we are in the process of reviewing your application. **You will receive a call within two weeks of receiving the postcard if you are being considered for employment.***

## Employment Application

An Equal Opportunity Employer

### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Preferred Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Number \_\_\_\_\_ Preferred contact number if different \_\_\_\_\_

Email Address \_\_\_\_\_

Have you previously been employed by Centier Bank?  Yes  No If yes, when? \_\_\_\_\_

Have you previously completed a Centier Bank job application?  Yes  No

If yes, when? \_\_\_\_\_ If your name differed from what is listed above please provide it for us \_\_\_\_\_

### Applicant Statement & Consent

I certify that the information I have provided in this application is true, correct, and complete to the best of my knowledge and is subject to confirmation by Centier Bank's Human Resources Department. I authorize Centier Bank to investigate all statements contained in this application and to contact and obtain information from all references (personal and professional), employers, and educational institutions. I waive any and all rights I have regarding Centier Bank for gathering and using such information in the hiring process and all other persons, companies, or organizations for furnishing such information about me. I understand that an inquiry will be made into my credit history and that I will be asked to provide permission on a form separate from this application.

I understand that any falsified statements given in this application or during the interview process is just cause for Centier Bank to cancel further consideration of this application or if hired, grounds for immediate discharge whenever the information is discovered.

I hereby understand that if I am hired, my employment relationship with Centier Bank is of an "at will" nature. This means that I am free to resign at any time with or without cause and Centier Bank reserves the same right to terminate my employment at any time with or without cause.

If I am hired, I understand that I must provide proof of identity and legal authority to work in the United States and am required to complete an I-9 form. I understand that I will be required to take a drug screen and that a criminal background check will be ran.

I certify that I have read, understand and accept all terms of the above Applicant Statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Employment Desired

Are you applying to work in  Accounting  Administrative/Clerical  Bookkeeping  Phone Center  Data Processing  
 Human Resources  Information Systems  Investments  Loans  Marketing  Receptionist  Retail Customer Service  
 Retail Management  Trust

What type of position or job duties would you enjoy performing? \_\_\_\_\_

\_\_\_\_\_

Why are you interested in being employed with Centier Bank? \_\_\_\_\_

\_\_\_\_\_

Type of Employment Desired  Full-time  Part-time  Temporary/Seasonal

How many hours would you prefer to work each week? \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Locations may be open Monday-Friday: 7:00a.m.-7:00p.m., Saturday: 8:00a.m.-5:00p.m. and Sunday: 11:00a.m.-3:00p.m.

What days and hours are you available to work? \_\_\_\_\_

How were you referred to Centier Bank?  Associate Referral Name of Associate \_\_\_\_\_

Walk-in  Signage  Website  Newspaper  Job Fair  Called Human Resources Department

Other Please Explain \_\_\_\_\_

## Background Information

Do you know or are you related to an associate of the Bank?  Yes  No

If yes, list name and relationship \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No

If you are under 18, can you furnish a work permit?  Yes  No

Have you ever pled guilty or no contest to, or been convicted of a crime?  Yes  No

If yes, please provide date and details \_\_\_\_\_

Answering yes to this question does not automatically disqualify you for employment.

List all computer software packages in which you are proficient \_\_\_\_\_

\_\_\_\_\_

Please highlight any educational or work related accomplishments, which were important to you, as well as any future goals we would benefit from knowing about.

\_\_\_\_\_

## Work Experience

Please list **all** of your work experience, starting with your present or more recent employment. Use **additional sheet if necessary**. You may also include information on military service and volunteer activities. Complete in full even if your resume is enclosed.

Present/Most Recent Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Your Title \_\_\_\_\_ Starting Date \_\_\_\_\_ End Date \_\_\_\_\_ Still employed?  Yes  No

Reason for leaving or seeking other employment \_\_\_\_\_

Please include a short summary of your main job duties \_\_\_\_\_

\_\_\_\_\_

Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

May we contact for a reference?  Yes  Later

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Next Previous Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Your Title \_\_\_\_\_ Starting Date \_\_\_\_\_ End Date \_\_\_\_\_ Still employed?  Yes  No

Reason for leaving or seeking other employment \_\_\_\_\_

Please include a short summary of your main job duties \_\_\_\_\_

\_\_\_\_\_

Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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Next Previous Employer \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Phone \_\_\_\_\_

Your Title \_\_\_\_\_ Starting Date \_\_\_\_\_ End Date \_\_\_\_\_ Still employed?  Yes  No

Reason for leaving or seeking other employment \_\_\_\_\_

Please include a short summary of your main job duties \_\_\_\_\_

\_\_\_\_\_

Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

## Professional/Personal References

Provide the names of 3 persons not related to you whom you have known at least one year (e.g. teachers, coaches, co-workers) that are not listed as Supervisors in the Work Experience Section

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Organization \_\_\_\_\_ Phone # \_\_\_\_\_

## Educational Background

High School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Diploma or GED  Yes  No If still attending please list anticipated completion date \_\_\_\_\_

Please list all trade, business, vocational and/or technical schools, junior colleges, colleges/universities, and graduate schools attended/attending beginning with the most recent:

Current/Most Recent Institution Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Graduate  Yes  No If no, are you currently attending?  Yes  No If yes, anticipated graduation date: \_\_\_\_\_

Type of Degree/Field of Study \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Previous Institution Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Graduate  Yes  No Type of Degree/Field of Study \_\_\_\_\_ GPA \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

If you have/will be receiving a degree in a field other than business, why are you interested in employment with Centier Bank?

\_\_\_\_\_  
\_\_\_\_\_

Please list any other type of education received, such as any certificates or licenses \_\_\_\_\_

\_\_\_\_\_

Please leave your application at any of our branch locations or forward it to:

Centier Bank  
Human Resources  
600 E. 84<sup>th</sup> Avenue  
Merrillville, IN 46410

For more information about Centier Bank, visit our website at [www.centier.com](http://www.centier.com).

Date: \_\_\_\_\_

## Affirmative Action Voluntary Information

An Equal Opportunity Employer

### Affirmative Action Voluntary Information Explanation

Centier Bank considers all applicants without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We comply with all applicable laws in our employment practices and do not discriminate.

This form should be completed by the applicant on a voluntary basis. This is not considered in the hiring process and is kept separate from the application. It allows us to comply with government recordkeeping, reporting, and other legal obligations. This is merely an applicant data survey that should be completed by the applicant voluntarily. If you do not complete this form, it will not disqualify you from being considered for employment.

### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

### Employment Desired

Position applied for \_\_\_\_\_

### Equal Employment Opportunity Information

Male  Female

*Check one of the following Equal Employment Opportunity groups:*

White  American Indian/Native American  African American/Black  
 Asian/Pacific Islander  Hispanic  Other \_\_\_\_\_

Are you a U.S. Veteran?  Yes  No

**CENTIER BANK**  
**PRE-EMPLOYMENT DRUG SCREENING**  
**POLICY & PROCEDURE**  
**January, 2005**

POLICY:

Centier Bank is committed to establishing and maintaining a drug free work environment. The Bank realizes, and is committed to its internal and external responsibility of maintaining high standards of health and safety to our associates, clients, and the community. Potential associates shall be screened for the presence of drugs prior to beginning employment with Centier Bank.

POINTS OF EMPHASIS:

1. To ensure a drug free work environment, job applicants will be screened for the presence of drugs post-offer, prior to beginning employment with Centier Bank.
2. Drug screening will be performed by an independent laboratory.
3. Potential associates refusing to consent to drug screening, or testing positive for drugs, will not be considered for employment with Centier Bank.
4. Centier Bank personnel involved with the drug screening procedure must maintain all information in a confidential manner.

PROCEDURE:

1. Potential associates are made aware that we conduct drug screening via posters, employment advertisements, upon applying for employment, and/or the job interview.
2. As part of the hiring process, the potential associate will be required to submit to drug screening by completing and signing a "Job Applicant Consent/Authorization for Pre-Employment Drug Screening" form.
3. Job applicants who refuse to consent to a drug screening will not be considered for employment.

JOB APPLICANT CONSENT/AUTHORIZATION

for

PRE-EMPLOYMENT DRUG SCREENING

In accordance with the Pre-Employment Drug Screening policy, I \_\_\_\_\_, do hereby consent to allow either Northern Indiana Occupational Medicine Services or Alverno Occupational Health Network's health care personnel to obtain a urine sample for the purpose of measuring controlled substance levels which may be present in my body. The initial screening will include:

\* M50 Drug Screen 10, Urine with GC/MS Confirmation Drugs tested for:

\* Amphetamines, Barbiturates, Benzodiazepines,  
Cocaine, Marijuana, Methadone, Methaqualone,  
Opiates, Phencyclidine, Propoxyphene

If initial results are positive, I authorize confirmatory tests to be performed. I authorize either Northern Indiana Occupational Medicine Services or Alverno Occupational Health Network to release the test results to Centier's Human Resources Department. Required initial screening will be at the expense of the Bank.

JOB APPLICANT SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

SA2676

## **Centier Employment Credit Check Policy**

It is the policy of Centier Bank to obtain a credit bureau report with respect to employment. The Bank will supply a written disclosure of our policy and obtain written authorization from the candidate before the report is requested. A credit bureau report is defined in part as: Any written, oral or other communication of any information by a credit reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

The information being obtained will not be used in violation of any federal or state equal opportunity law or regulation. The candidate is always given fair and consistent consideration. The credit bureau report is one of several factors upon which the employment decision may be made. If any adverse action is to be taken based upon the candidate's credit bureau report, a copy of the credit bureau report and a summary of rights will be provided to the candidate.

When reviewing credit reports for employment, we review the following information:

- Payment history of debt
- Any account delinquencies
- Any bankruptcies on record and amount of time since the filing
- If there was a bankruptcy, was credit re-established within two years
- Employment data, if listed

Candidates are given two weeks from the date of the initial credit letter being mailed to contact the Human Resources department in regards to discrepancies with their report. Additional questions may be asked when reviewing the above information. Receipts or letters of payments may be required in order to move forward with our process.

Before the Bank will request the credit bureau report, you must give your written consent.

**Centier Employment Credit Check Consent:**

I hereby give my consent to Centier Bank to obtain a credit bureau report with respect to my employment application.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_